

PROBATION DIRECTOR
(Formerly known as COMMISSIONER - PROBATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive and in consultation with the New York State Department of Probation, an incumbent of this class is responsible for planning, organizing, staffing, directing, coordinating and controlling the activities of the Westchester County Department of Probation. The work is performed under the general oversight of the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives. The Probation Director is responsible for establishing and administering policies and procedures for the effective operation of probation services in the County in accordance with established laws and regulations, and for the care and custody of juveniles remanded by the Family Court for secure detention. Program direction is exercised through a number of senior level administrative and supervisory personnel. A Probation Director is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may carry a firearm in the performance of his/her duties. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs internal operations of the probation agency through planning, organizing and reviewing the activities of district offices and their respective personnel;

Develops and implements departmental policies and procedures and ensures appropriate dissemination of information to agency staff;

Provides investigative services for all units within the County, which includes family, county, supreme, surrogate and magistrate's courts;

Directs service delivery operations of the agency through planning, organizing and reviewing the activities of district offices and their respective personnel;

Develops and administers an agency budget;

Develops and administers an agency personnel program including staff selection, evaluation, discipline and labor relations;

Provides for the development and maintenance of a program to ensure staff development and training;

Establishes and maintains effective working relationships with components of the criminal justice system to aid in the effective delivery of services;

Establishes and maintains effective working relationships with community groups and develops community resources to enhance probation services;

Ensures the maintenance of recordkeeping systems for client case records and general data to provide descriptive, statistical or evaluative reports on department operations;

Conducts agency public relations to keep interested individuals and groups aware of probation activities;

EXAMPLES OF WORK: (Illustrative Only)

Directs the development and administration of demonstration or research grant programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of management principles and practices; thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities; thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; thorough knowledge of principles underlying human behavior, growth and development; thorough knowledge of current trends and developments in the fields of probation and community corrections; thorough knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; thorough knowledge of effective assessment, case planning and management; thorough knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, juvenile delinquents and Person in Need of Supervision; thorough knowledge of juvenile and adult risk and needs assessment instruments; thorough knowledge of the budget process; good knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; good knowledge of social sciences, including sociology, psychology and demography; good knowledge of employment, training and treatment options available to probationers; ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; ability to apply management techniques and plan, organize and direct departmental operations; the ability to plan, supervise and manage the work of others; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to safely and effectively use a firearm if so authorized; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* or higher which included or was supplemented by thirty (30) credits* in the social or behavioral sciences or a related field and either** (a) two (2) years of experience as a Probation Director (Group C), or Deputy Probation Director (Group D); or, (b) three (3) years of experience as a Probation Director (Group B), Deputy Probation Director (Group C), or Assistant Probation Director (Group D); or, (c) four (4) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), or Probation Supervisor 2/Principal Probation officer, or equivalent experience in a position in a probation agency.

SUBSTITUTION: A Master's Degree* in Social Work, Law, Public Administration, Criminal Justice, Sociology, Counseling or related field may be substituted for work experience on a year to year basis for a maximum of one (1) year of experience.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (Cont'd)

*SPECIAL NOTES:

1. Education beyond the secondary level must be from an institution recognized or accredited by the board of regents of the New York State Department of Education as a post-secondary, degree-granting institution.
2. Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.
3. Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.
4. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

SPECIAL REQUIREMENT: Possession of a current driver's license or ability to otherwise meet the transportation requirements of the position.

**NOTE The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions

DEFINITION: Level-D refers to a New York State Probation Agency Serving a jurisdiction with a population that exceeds 400,000.

West. Co.
J.C.: Non-Competitive†
SSLR
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Job Class Code: E0651
Job Group: Flat Rate

† Policy influencing and confidential with no section 75 rights.